

DDA 78-0977

9 March 1978

MEMORANDUM FOR: Acting Director of Personnel

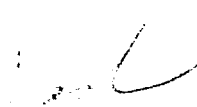
FROM: John F. Blake
Deputy Director for Administration

Ben:

Following up on our conversation of 8 March, will you please undertake the following:

a. Prepare a promotion projection paper for the other three Directorates which contains both percentages and absolute figures. After the papers are prepared, I strongly suggest you discuss and coordinate them with the Directorates involved so that we might surface any unique problems. You will understand the significance of this undertaking.

b. Will you draft a "Notes from the Director" which outlines our understandings of his personnel policies. This should state his intent, and the fact that all have not been implemented should also be stated. I think you have sufficient raw material available to pull together a first draft.


John F. Blake

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